

Appointment Type: Permanent
Working Time: Full Time
Reference Code: 21539i
Opening Date: 05/18/2010
Closing Date: 05/25/2010

Correctional Industries Supervisor Assistant

\$2,957 - \$3,869 (Range 44) with Great Benefits!

Agency Information

The Department of Corrections, Correctional Industries (CI) is seeking a highly motivated and qualified individual as a Correctional Industries Supervisor Assistant (CISA) located at Correctional Industries Headquarters in Tumwater, Washington.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

DOC offers:

- Hundreds of rewarding and exciting careers
- Flexible schedules
- Comprehensive compensation packages
- Training and development opportunities
- The fulfillment of public service

The agency mission is: To Improve Public Safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,500 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Duties

Correctional Industries is committed to maintain and expand offender work training programs which develop marketable skills, instill and promote positive work ethics, and reduce the tax burden of Corrections. This position supports that objective by assisting in the installation of CI products produced for sale to governmental agencies and nonprofit organizations.

This position will assist the Correctional Industries Supervisor 2 (CIS2) Team Leader in daily installation projects by moving materials to the install site, offender supervision, and work area clean ups. Operate medium to large trucks, buses and special vehicles, between 26,000 GVW & 60,000 GCW to transfer and deliver product to customers or transport offenders. Participate directly in loading and unloading of product utilizing hand trucks, pallet jacks, and/or forklifts to assure proper loading practices are followed for safe, undamaged transport and installation process. Assist in the supervision of installation of product ensuring that schedule is followed. Inspect product during and after installation to ensure established standards are maintained. Ensure that product is delivered safely and according to customer requirements including placement of product, assembly/installation, and removal of packaging. Assist in

training offenders in the proper operation of equipment, production standards, quality control, and proper tool and machinery usage. Control use of tools, chemicals, and other state materials. Ensure security and safety of offenders and staff by monitoring of offender behaviors in accordance with DOC policy and CI directives.

Maintain accurate documentation in accordance with Department policy including hourly informal count, vehicle search, tool control, daily activity logs, incident reports, and all other required documentation. Maintain trip records and is responsible for bills of lading, transport orders, weight slips and other load documentation. Perform vehicle maintenance as assigned.

Qualifications

REQUIRED QUALIFICATIONS:

- Currently possess a Class A Commercial Drivers License (CDL) with appropriate endorsements as required by Federal Law.
- As a condition of employment, must acquire P1 Bus endorsement for CDL within 4 months of hire or assignment.
- Ability to safely operate vehicles of 26,001 GVW or more.
- Regular and predictable attendance.
- Able to lift a minimum of forty (40) pounds.

PREFERRED QUALIFICATIONS:

- One year of experience in the installation of furniture products or general repair work.
- Experience teaching or training.
- Experience working in a correctional facility.
- One year of experience installing modular furniture.
- Class A CDL with P1 endorsement.
- Completion of the DOC Correctional worker CORE training.
- Working knowledge in Microsoft Office products.
- Strong communication skills.

SPECIAL REQUIREMENTS/CONDITIONS OF EMPLOYMENT:

- Work at customer sites throughout the state - generally office setting,
- Drive truck throughout the State of Washington with occasional over night stay required.
- This is a non-scheduled position that may be required to work in excess of forty (40) hours per week.
- Willing to work inside a correctional facility with offenders.
- Must be mobile while working with offenders.
- Must have sufficient hearing/visual ability to recognize changes (machinery, offender disturbances).
- Must have sufficient verbal ability to call for assistance.
- Must be able to enter and retrieve data from a computer.
- Must successfully complete CORE training.
- Must pass Criminal Justice back ground records check.
- Must pass pre-employment drug test.
- Must join union within 30 days of employment.
- Must be able to travel over uneven surfaces for ¼ of a mile.

Special Notes

By submitting a completed application package to this announcement you are acknowledging that all answers, statements and any other materials you have submitted to apply for this job are true and complete to the best of your knowledge. You understand that the State may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard; however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to

additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov website.

All Department of Corrections' employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

Many positions in this classification are included in a Union Shop that requires employees to become members within thirty days of employment.

All DOC facilities are smoke and/or tobacco free.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit:

<http://www.doc.wa.gov/jobs/benefitssummary.asp>.

Department of Corrections Core Competencies for All Employees:

Safety, Treat Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, Ethics and Integrity. For more information on these Core Competencies, please email nicole.rivera@doc.wa.gov.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please contact Nicole Rivera at nicole.rivera@doc.wa.gov or (360) 725-9177.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.

4. In the reference code field, enter NB00021539* and click on Start Search.
5. Click on the link, Correctional Industries Supervisor Assistant, Tumwater, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter tab**.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.

Job seekers please note: NEOGOV, Washington State's NEW online job application system, will replace the current application system on July 1, 2010.

You will need to create an account in NEOGOV to apply for jobs after July 1, 2010. Your current information will **NOT** automatically transfer over to the new system.

We recommend that you SAVE A COPY OF YOUR PROFILE before July 1!
For more information on **NEOGOV**, including instructions on saving your current profile, go to doc.wa.gov/jobs